



Planning, Zoning & Building
12300 West Forest Hill Boulevard Wellington, FL 33414
Phone: 561-791-4000 Fax: 562-791-4045
www.wellingtonfl.gov

CHECKLIST FOR PERMIT APPLICATION-COMMERCIAL/MULTI-FAMILY

ADDRESS _____

- ☐ 1. If submitting electronically one (1) copy is required. Two (2) site plans and four (2) surveys with parking layout and location of accessible parking and routes. Approved DRC certified copy of site plan shall be included.
- ☐ 2. Building Permit Application (completed, signed & notarized)
- ☐ 3. Architectural Review Board (ARB) approval letter.
- ☐ 4. Two (2) minimum sets of signed and sealed building plans, no larger than 24"x36"(ARCH D), drawn to scale containing:
 - a) Floor plans with structural information, square footage and construction type
 - b) Electrical plan (to include layout, service size, location and load calculation)
 - c) Plumbing/Natural Gas plan-All new work or additions (layout or isometric)
 - d) Mechanical-Layout and equipment schedule
 - e) Foundation plan
 - f) Front, side and rear elevations
 - g) Typical wall section(s) and details of structural components
 - h) Structural Roof Plan
 - i) Egress window schedule with clear opening dimensions and clear areas
 - j) Metro-Dade or Florida Department of Community Affairs Product Approvals/Plans for structural components including: garage door, other doors-windload, hurricane protection, skylights, roof coverings, windows, glass sliding door(s)-windload, opening protection-impact loads.
 - k) Alarms and suppressions
- ☐ 5. Three (3) sets of completed, signed and sealed Energy Calculation Forms & Manual "N"
- ☐ 6. Three (3) signed and sealed Design Certification for Building Code/Windload Compliance Forms
- ☐ 7. Vegetation Removal Permit-NO FEE, if submitted with building plans-if applicable
- ☐ 8. Certified Landscape Plan showing conformance to requirements. (Also see Irrigation Information)
- ☐ 9. New Construction Form
- ☐ 10. Roof Tile or Shingle Checklist. Flat Roofs listed on shingle checklist, provide manufacturer's specs.
- ☐ 11. Notice of Commencement-need prior to permit issuance
- ☐ 12. Certified paving & drainage plan must be on file (if applicable)
- ☐ 13. Water and Wastewater Application and Fees

A Wellington Building Permit does not assure compliance with your Homeowners Association's rules, regulations and/or deed restrictions. We advise you to obtain approval from your Homeowners Association before improving your property.

Your plans will not be processed if any of the items listed above are incomplete or missing. An application for any proposed work becomes void if the permit is not issued within 6 months of the date submitted. Plan exam fee is due upon submittal per the fee schedule.

Please return checklist for review and verification. Contact us at 561-791-4045.

Signature _____

Date _____

Print _____

Date _____



CODES ADOPTED BY WELLINGTON EFFECTIVE MARCH, 2009

The following codes as amended by Wellington are enforced within Wellington limits:

1. The Florida Building Code 2007
 - a. Building
 - b. Florida Fire Prevention Code
 - c. Plumbing
 - d. Fuel Gas
 - e. Mechanical
2. International Property Maintenance Code, 2003 edition as published by the International Code Council, Inc.
3. The 2008 edition of the National Electrical Code (effective 10/01/09)
4. Know the Florida Litter Law. Florida Statutes 403.413 commercial illegal dumping is a 3rd degree felony, which can be punishable by imprisonment, fines, and forfeiture of equipment and civil penalties.
5. Anyone planning to do excavation work must notify the one-call "Call Sunshine" Notification Center at 1-800-432-4770 prior to any excavation work being done in order to prevent underground damage. Florida Statute 556.